

# Division of Child Development and Early Education



## Subsidized Child Care Assistance Program

### How to be a successful provider when you are enrolled in the SCCA program.....

#### Physical Address:

333 Six Forks Road

Raleigh, North Carolina 27609

#### Mailing Address:

2201 Mail Service Road

Raleigh, NC 27699

#### Division Phone:

800-859-0829

#### Subsidy Phone:

919-814-6380

Maintain daily attendance for children.

Maintain a record of Arrival and Departure times for children. Samples can be found at [https://www.ncchildcare.nc.gov/providers/pv\\_provideforms.asp](https://www.ncchildcare.nc.gov/providers/pv_provideforms.asp)

Retain all attendance records for a period of 3 years or until all audits are completed.

Ensure all monthly attendance submitted into the NC FAST Provider Portal match the daily attendance records and arrival and departure records.

Ensure the correct attendance codes are used in NC FAST Provider Portal. Review the job aid Entering Attendance for Providers in the Provider Portal for further information.

If a child is absent for more than 5 days, contact the recipient of that absent child to determine if or when that child will return.

Review payment information through the NC FAST Provider Portal and ensure its accuracy. Report subsidy underpayments within 30 calendar days of payment. Report any over payments to the LPA child care worker.

Review "Child Care Rules, Laws, and Public Information" at [https://www.ncchildcare.nc.gov/general/mb\\_ccrulespublic.asp](https://www.ncchildcare.nc.gov/general/mb_ccrulespublic.asp)

